

Subject: Enhancements to MySCEmployee ESS and MSS Functionality Effective Friday, November 9, 2012

Audience: HR Directors, All MySCEmployee Users

The SCEIS HR/Payroll Team is pleased to announce two enhancements to MySCEmployee Manager Self Service (MSS) functionality and one new enhancement to MySCEmployee Employee Self Service (ESS) functionality, which will become effective on Friday, November 9, 2012. MSS enhancements include a new, simplified two-step process for approving leave requests and improvements to the Approve Working Time screen. ESS has been enhanced with the addition of pop-up screens accessible through the Leave Request and Time Entry pages, with listings of common time entry and leave request warning and error messages and information on how to fix them.

The SCEIS Team has made the following preparations to support users with the new functionality:

- **These enhancements are described in detail on the second page of this message,** along with links to instructional documents, which are also posted in conjunction with this message on the [SCEIS Weekly Updates](#) web page and available on the [MySCEmployee Tools](#) web page.
- We have scheduled a series of Live Meeting/conference call workshops to provide training on these enhancements. **Complete details on the Live Meeting/conference call workshops, including links where users can request registration, are listed on the third page of this message.**

If you have any questions about this message, please contact the SCEIS Service Desk at (803) 896-0001 (select option 1 for SCEIS help) or use the email form available at the following link: <http://www.sceis.sc.gov/requests/>.

Enhancement Descriptions and Online Tools

MSS Enhancement: Two-Step Process for Approving Leave Requests in MSS

We have made some enhancements in an effort to improve efficiency in approving leave. Approving leave in MSS is now a two-step process, whereas it previously required four clicks.

In addition, we have activated the “approve another absence” that appears after a manager has approved a leave request from his or her inbox. This allows managers to quickly return to their list of pending leave and approve the next request.

[Click here](#) to view a 1-page QRC that provides instruction on approving leave in two steps.

MSS Enhancement: Improvements to the MSS Working Time Screen

In the Approve Working Time screen, the column to the right of Hours to Approve has a new name and contains different information. The name has changed from Approved Hrs/Leave to Total Wk Hrs/Leave. The Total Wk Hrs/Leave column now contains the total number of the hours needing approval plus the number of working hours and leave previously approved.

The system now adds together the hours to approve with the previously approved hours and leave so MSS users can quickly see if all workweek hours are accounted for.

[Click here](#) to view a 5-page Mini-Guide with detailed information on how the new Total Wk Hrs/Leave column works.

ESS Enhancement: Understanding Error Messages in ESS Time and Leave Request Entry

When Employee Self Service (ESS) users receive an error or warning message while entering time or leave, they can now view a helpful listing of common error and warning messages, along with “How to Fix” instructions to help them resolve issues quickly and easily.

[Click here](#) to view a 1-page QRC that provides instruction on accessing and using the new Error and Warning Messages Screen available in the ESS Time Entry and Leave Request pages.

Live Meeting / Conference Call Details

The SCEIS Team is pleased to provide a series of six Live Meeting/Conference Call workshops, both before and after the November 9 implementation date, to help prepare users for new MySCEmployee functionality.

Because this workshop has a wide audience, the SCEIS Team would appreciate assistance from agencies in coordinating calls into the workshop so that no agency location uses more than one to two call-in ports per session. For example, your agency could have multiple employees call in from one phone in a central location such as a conference room.

Please forward the details below to the appropriate employees in your agency, to ensure they have the opportunity to participate in this important workshop. If you have any questions about this workshop, please contact the SCEIS Training Team at Training.SCEIS@sceis.sc.gov.

Workshop Registration: There are six presentations of the MySCEmployee Workshop available:

- **Wednesday, November 7, from 10:00 a.m. to 11:00 a.m.**
- **Thursday, November 8, from 9:00 a.m. to 10:00 a.m.**
- **Friday, November 9, from 1:30 p.m. to 2:30 p.m.**
- **Wednesday, November 14, from 10:00 a.m. to 11:00 a.m.**
- **Thursday, November 15, from 10:00 a.m. to 11:00 a.m.**
- **Friday, November 16, from 1:30 p.m. to 2:30 p.m.**

To register for any one of these sessions, click the following link:
<https://www.surveymonkey.com/s/MBM28JJ>.

Live Meeting and Registration Details for All Workshop Sections

This online workshop uses a telephone conference call to deliver the two-way audio for the meeting, and Microsoft Live Meeting to deliver the on-screen presentation. If two or more employees in your agency will attend the workshop, please plan to call in as a group, if possible.

When you register, you will be asked whether you are registering as a caller, or a participant. Here is the difference:

- A **caller** will actually dial in to the meeting, either individually or on behalf of a group, and will log on to the Live Meeting presentation. The number of Callers cannot exceed the number of available call-in ports, and registration is required. Registered Callers will receive the phone-in info and the Live Meeting link about a day before the meeting.
- A **participant** is present at a group session where someone else handles the phone call and the Live Meeting log-in. Registration is not required to participate. However, only registered Participants receive any mini-guide or other advance materials, and any follow-up communications. Any number of Participants may pre-register.

Live Meeting: If you are registered as a “caller,” the SCEIS Team will send you a link to the Live Meeting portion and the conference call phone number approximately one day before the workshop. Users who register as “participants” will not receive the Live Meeting or Call-in information.

To ensure you and your employees have quick and easy access to Live Meeting, please download the program to the computer that will be used for the workshop as early as possible in advance. The Live Meeting 2007 client download is available here:

<http://office.microsoft.com/en-us/downloads/CD010254990.aspx>.